



Superior Court of California
County of Riverside

JOB ANNOUNCEMENT

FINANCIAL SERVICES OFFICER I/II

Recruitment No. 2007-E083

SALARY RANGE: Level I: \$14.40 - \$18.75 per hour / Level II: \$15.83 - \$20.63 per hour
Depending on qualifications, candidates exceeding the minimum requirements may be approved for placement at a higher hourly rate within this range. Additional premium available for bilingual skills.

FILING DEADLINE: Continuous recruitment

LOCATION: Riverside Superior Court is seeking qualified candidates to fill current and future vacancies. Locations include Banning, Blythe, Corona, Hemet, Indio, Moreno Valley, Murrieta, Palm Springs, Riverside, & Temecula.

JOB SUMMARY: Employees in this class establish payment plans for fines and fees due the Court; recommend equitable alternatives and collect on accounts; and are responsible for performing the full range of evaluating and resolving financial obligations to the Court.

This class is distinguished from the Court Services Supervisor class in that the latter has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, for a staff of financial services workers and may perform more difficult financial services work.

MINIMUM QUALIFICATIONS: **Level I:** Two or more years in public or private agency collection work; **OR** Two years of clerical or higher level experience in a court of law (i.e., municipal, superior, state, federal, military justice, or appellate court), or other court related agency with primary responsibility for activities related to the collection of court fines, fees, and bail. **Level II:** Successful completion of one year as a Financial Services Officer I, Sr. Financial Services Assistant or Sr. Court Services Assistant; **OR** Three years of clerical or higher level experience in a court of law (i.e., municipal, superior, state, federal, military justice, or appellate court), or other court related agency with primary responsibility for activities related to the collection of court fines, fees, and bail.

Knowledge of: practices, procedures and techniques applicable to customer service and automated record-keeping; practices and techniques obtaining financial information; basic methods and techniques for locating sources of financial information; practices and techniques for recovery of delinquent accounts; computer, printer, imaging, copier and fax equipment operation; methods and techniques used in determining financial assets, modern collection procedures and methods; knowledge of the general function of the judicial system;

Ability to: work as a member of a team providing financial evaluation services; interview clients to obtain personal and financial information; learn and apply specialized knowledge and understanding of codes, rules, legal terms and procedures in legal document preparation/processing, case calendaring and other court activities; research legal and financial document's; recommend alternative courses of action; explain laws, regulations, and procedures; prepare reports and maintain accurate records; explain court procedures and processes to the public; understand and carry out oral and written instructions; work in an environment that includes frequent interruptions and requires attention to multiple tasks simultaneously; respect limit of authority; deal effectively and courteously with people of diverse backgrounds; assist clients in resolving financial obligations.

SUPPLEMENTAL QUESTIONS This supplemental questionnaire is intended to assist in evaluating the candidate qualifications. Please respond to all questions on an 8-1/2 x 11-inch white paper and attach to your application.

1. List the experience that qualifies you for the position, **including the length of time at each position.**
2. Describe your experience in the following areas. **List job title and length of time at each position.**
 - a. Modern skip tracing methods
 - b. Explaining terms of payment arrangements and the legal consequences of not meeting financial obligations
 - c. Victim restitution

**PHYSICAL
DEMANDS:**

Strength, dexterity, coordination and vision to use a keyboard and video display terminal for long periods of time. Hearing and speaking ability to communicate clearly on the telephone and at a public counter. Standing for extended periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items on high shelves and above and below desk level. Ability to perform repetitive writing, filing, document stamping, and scanning of documents.

HOW TO APPLY:

Applicants must complete and submit a Superior Court of California, County of Riverside application and supplemental questionnaire. Application materials can be obtained in person at 4050 Main St., Lower Level, Riverside, CA 92501, by phone at (951) 955-8181, by e-mail at hrcourt@riverside.courts.ca.gov, or on the internet at <http://www.riverside.courts.ca.gov>. Completed application materials may be submitted in person, by email, by County mail at stop 1414, or mailed to: Superior Court of California, County of Riverside, Attn: Human Resources, 4050 Main St., Lower Level, Riverside, CA 92501.

ASSIGNED RECRUITER: Christy Southworth

GENERAL EMPLOYMENT INFORMATION

The provisions of this announcement do not constitute an implied or expressed contract, & any provisions contained in this announcement may be modified or revoked at any time. The requirements stated on the reverse represent only the minimum required to file an application. Meeting the listed requirements does not guarantee an interview. Equal Opportunity: Superior Court makes all appointments without regard to age, race, sex, religious creed, ethnicity, disability, marital status or sexual orientation. Applicants with Disabilities: Reasonable accommodations will be made so applicants with disabilities may participate in the recruitment process. Advise Superior Court Human Resources of special needs in advance.

Employment Benefits:

Starting Salary: New employees usually start at the beginning step of the salary range.

Vacation: New employees accrue vacation at a rate of ten (10) days per year. In the fourth year (6,241 hours of service), PTO, vacation increases to 15 (fifteen days per year.) After 10 years (18,721 hours of service), vacation increases to twenty (20) days per year.

Work Week: Typical schedule is a 40-hour workweek, Monday through Friday. Employees are paid bi-weekly on Friday.

Holidays: The Superior Court observes all state holidays. Holidays are New Years Day, Martin Luther King Jr., Lincoln Day, President's Day, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day After Thanksgiving, & Christmas Day

Sick Leave: On approval of excused absence, eligible employees may use accrued sick leave.

Retirement: All regular employees are enrolled in the California Public Employees' Retirement System (CalPERS), which is coordinated with Social Security. Retirement formula: 3% at age 60 upon retirement (modified for Social Security).

Health Insurance: Court employees are provided a cafeteria-style flexible benefit plan, which offers health, dental & vision coverage.

Life Insurance: Court pays for \$25,000.00 basic life insurance policy. Additional supplemental coverage may be purchased.

Human Resources Office: The Superior Court Human Resources Office is located at the Historic Courthouse, 4050 Main St., Lower Level, Riverside, CA 92501

Hours of Operation: The Human Resources Department is open to the public, Monday through Friday, from 8:00 a.m. to 5:00 p.m. except for Court holidays.

Mailing Address: Superior Court of California, County of Riverside, Human Resources Department, 4050 Main St., Lower Level, Riverside, CA 92501, Attn: Human Resources.

Phone Numbers: The business office phone number is (951) 955-5557. The 24-hour job line is (951) 955-8181. The fax number is (951) 955-1498.

Website: Job opportunities are listed on the Superior Court website at: <http://www.riverside.courts.ca.gov> The application form is available at this site in Adobe PDF & MSWord format.

Employment Applications: Applications must be legible, complete & signed to include any required certificates, forms, transcripts or Supplemental Application Forms.

Application Filing Deadlines: The Human Resources Department must receive all applications materials by 4:00 p.m. on the filing deadline date stated on the reverse. Postmarks are not accepted. Faxed applications are not accepted. If a filing deadline is not stated, applications will be accepted on a continuous basis & subject to closure without advance notice. To receive full consideration, applications should be filed promptly.

Application Information Change(s): Applicants are responsible for submitting changes in their application information such as address or phone number changes in writing.

Class Specification: For a complete class specification for this position, contact the Court Human Resources Department

Eligibility Lists: After successfully completing the entire recruitment process, candidates will have their name placed on an Eligible List. Placement on the Eligible List does not guarantee selection. When vacancies occur, the Eligible List is sent to appropriate Court divisions for selection.

Documentation: Federal law requires that all persons selected for employment complete & sign a form (INS-9) verifying the legal right to work in the United States.

Medical Examination: Employment is contingent upon successfully passing a job-related, pre-employment medical examination, which will include drug & alcohol testing.

Background Investigation: Superior Court employees shall be subject to a background investigation & fingerprinting. Convictions, depending upon the type, number & recency, may be disqualifying.

Work History: False statements or omission of facts regarding background or employment history may result in either disqualification or dismissal.

Employee Status: Employees in this classification serve a 2,080-hour probationary period & are governed by the Superior Court of California, County of Riverside, Human Resources Department Policies.
